



## CHECK LIST FOR NEW ACCOUNTS

Before sending your forms to Life Plan to open a new account, please use this list to check off each requested item as you prepare the mailing.

- Joinder agreement for First Party Trust, or Supplemental Needs Trust for Third Party accounts, with all applicable Exhibits or attachments, signed in the presence of a Notary
- Beneficiary Information Sheet
- Disclaimer For Legal Advice Form
- IRS Form W-9 (Use beneficiary information for first party trust or grantor information for third party trust<sup>1</sup>)
- Copy of photo ID of Trust Beneficiary, such as driver=s license or state ID or passport
- Copy of all current medical cards (Medicare, Medicaid, Supplemental, other)
- Copy of most recent Social Security award letter(s), such as SSI, SSDI, RSDI, Railroad Retirement
- Copy of financial and/or medical power of attorney, guardianship and/or conservator orders, if applicable
- Copy of documentation of Veterans Administration benefits, if any
- Initial deposit to open account. For third party accounts, minimum \$500 to cover enrollment fee and obtain Life Plan account number and EIN for beneficiary designations on life insurance and other accounts. For first party accounts, the minimum initial deposit is \$1,000.00.
- Request for Calculation of Reduction in Enrollment Fee form, if applicable
- Name and address for welcome packet
- Name and address for quarterly statements

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<sup>1</sup>A first party trust is funded with the assets of the trust beneficiary. A third party trust is funded with the assets of anyone other than the person with special needs/disability, such as parents, grandparents, siblings, friends.